THE CHINESE UNIVERSITY OF HONG KONG
Office of Admissions and Financial Aid

Bei Shan Tang Foundation Scholarship
Tenable at Stanford University 2027/28

Checklist of Supporting Documents

1. ALL of the following application materials must be submitted (in PDF or Word format) via the online platform at http://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13736176 **not later than 1 November 2026 (Hong Kong time)**. **Late or incomplete applications will not be considered.**

   □ A completed **application form** which should be **typed** (except signature) **in English** and **signed**. Mark "N.A." where applicable. **Handwritten form will NOT be accepted**.

   □ **ONE recent professional or passport photograph** (should be pasted in Part 1 of Application Form). Amateur snapshots will not be accepted.

   □ A **typed personal statement** which must be written **in English** and within **three** A4 pages. Please refer to the Information Sheet (Section 3(v)) for details.

   □ Copies of **official academic transcripts with Explanation Notes of Grading System*** for exchange programme, visiting student programme and overseas summer course (if any). *Downloaded transcripts are not accepted.*

   □ Documents certifying **class of honours and degree**.

   □ A copy of **TOEFL score report**, if any, **with Explanation Notes of Grading System***. If you have been granted a TOEFL waiver by Stanford, please submit proof of the waiver.

   □ A copy of **GRE score report**, if any, **with Explanation Notes of Grading System***.

   □ A copy of **score report for school leaving examinations/ public examinations** you have taken (e.g. HKCEE/ HKALE/ HKDSE/ GCE, etc.) **with Explanation Notes of Grading System***.

   □ Proofs of **ALL major scholarships and awards** mentioned in Section 5 of the application form, e.g. copies of certificates/letters/emails.
   - Full content of each proof is required. Please do not extract partial content for submission. For example, you have to submit the complete email in full, rather than an extracted paragraph or excerpt.
   - Please sort the documents in the same order as listed in the application form AND mark the corresponding numbers (e.g. 5.1; 5.2 etc.) at the top-right corner of each proof.
   - Only one file (not exceeding 5MB in size) may be uploaded to the online platform.

   □ Proof of your **current occupation**, e.g. a copy of the appointment letter/staff identity card (if any).

   □ Proofs of **ALL** the **extra-curricular activities and community services** undertaken after entering university and mentioned in Section 7 of the application form, e.g. copies of certificates/letters/emails. Photographs of trophies/medals are accepted.
   - Please highlight the relevant information.
   - Full content of each proof is required. Please do not extract partial content for submission. For example, you have to submit the complete email in full, rather than an extracted paragraph or excerpt.
   - Please sort the documents in the same order as listed in the application form AND mark the corresponding numbers (e.g. 7.1; 7.2 etc.) at the top-right corner of each proof.
   - Only one file (not exceeding 5MB in size) may be uploaded to the online platform.

   □ Proof of permanent resident with the right of abode in Hong Kong, i.e. a copy of **both sides of your HKID card**

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* *Usually located on the back (or second page) of paper transcripts and paper test/score reports.*

2. The following documents should be submitted **DIRECT by respective persons and parties**, and reach the Office of Admissions and Financial Aid (OAFA) **on or before 1 November 2026 (Hong Kong time)**. The address of OAFA is as follows:

   Scholarships and Financial Aid Section
   Office of Admissions and Financial Aid
   Room 1206, 12/F, Yasumoto International Academic Park
   The Chinese University of Hong Kong
   Shatin, N.T., Hong Kong

   □ **Two confidential recommendations in English** from **your referees**.
   - The referees can submit their confidential recommendations either **online or by post**.
   - Please refer to the Information Sheet (Section 3(vi)) for the requirements for the two recommendations, and to the Confidential Recommendation form for the submission methods.
   - If any recommendation is not written in English, an English translation duly signed by the referee must be provided.

   □ **Official academic transcript(s)** issued by the University Registrar or responsible office for **ALL** post-secondary programmes pursued or currently being pursued.
   - **HARDCOPY submission** to OAFA (address stated above) is required.
   - For CUHK current students and graduates, the **official** transcripts are issued by the Registration and Examinations Section (RES) of the Registry for undergraduate programmes and by the Graduate School (GSO) for postgraduate programmes. The transcripts normally take a minimum of 3 working days for processing.
   - Please quote the name and application deadline of the Scholarship when applying for your transcript(s), if possible.

   □ **A letter certifying student status** issued by the University Registrar or responsible office ***if you are currently enrolled at another institution***.
   - **HARDCOPY submission** to OAFA (address stated above) is required.
   - Please quote the name and application deadline of the Scholarship when applying for this letter, if possible.

3. Documents other than those listed above will not be accepted.

4. **All documents must be provided in English**. Any non-English supporting documents must be submitted in the original language and accompanied by an English translation.

5. Ensure that the images of all documents remain **legible when printed** on A4-size paper. Otherwise, the documents may be deemed invalid.

6. The Scholarships and Financial Aid Section of the Office of Admissions and Financial Aid and/or donor reserves the right to request applicants to submit further supporting documents, if deemed necessary.

Updated on 20 October 2026